DOI MAIL

DOI MAIL NEWSLETTER

This is the first issue of the Department of the Interior (DOI) Mail Newsletter. The intent of this newsletter is to continue to educate mail managers and others on best mailing practices. Mail managers are to disseminate the information as deemed appropriate. The newsletter will be published monthly. Mail managers are encouraged to submit articles, suggest topics, or pose questions to be covered in future newsletters. All articles must relate to mail. Please email your comments by the 20th of each month to Sondra White. The email address is Sondra_C_White@nbc.gov.

Mailer's Corner

TIP: Selecting the correct envelope that will adequately protect the item at the least possible cost can save an agency a great deal of money. To save postage, fold documents to fit into letter-size envelopes whenever possible. "Flats" (envelopes larger than 6 1/8" x 11 ½") which weigh less than one ounce are subject to an 11-cent surcharge.

FEDERAL MAIL MANAGEMENT PROGRAM
Are we on target?

Some of you may be aware, and some others may not, of the Federal Mail Management Program (FMMP) that General Services Administration (GSA) is implementing under the Federal Records Management Amendment of 1976. By law, GSA is required to provide guidance and assistance to federal agencies on mail processing. The FMMP is GSA's means of providing assistance and prescribing mail policy requirements so that federal mail is effectively managed.

In September 1999, GSA issued draft Federal Management Regulations on federal mail management. The policy provides the general rules for the FMMP and outlines the agency responsibilities at all levels. The regulations also establish agency reporting requirements. Based on the draft, the first agency report is due on January 15, 2001. The following plan has been implemented to ensure that the Department of the Interior (DOI) is able to meet the due date.

In May, the Departmental mail manager developed an instrument to be used for data collection purposes. Each bureau mail manager was tasked with collecting data for their bureau and submitting a bureau report to the Departmental mail manager. Upon receipt, the Departmental mail manager will analyze the data and prepare a Departmental report. Some are wondering if we are just spinning our wheels. Absolutely not. Your bureau will definitely benefit from the FMMP. For example, some mail managers for the first time will be able to keep track of their postage usage by class of mail. This possibly would allow mail managers to identify areas where automation discounts can be maximized and other areas where costs can be minimized. So, in this regard, the FMMP can be a constant development of education and feedback, as

well as cost and quality control improvements.

The DOI spends millions of dollars on mail each year. In this day of shrinking budgets, it is critical that our mail dollars be spent in the most effective, efficient, and economical manner. Let the DOI be the role model for other federal agencies. Let us all work as a **TEAM** to accomplish this task: **T**ogether **E**veryone **A**chieves **M**ore.

Free Postal Supplies Online

Did you know that you may order free postal supplies online? Yes, that's right. Visit the U. S. Postal Service web site at new.usps.com, and order your postal supplies. The supplies will be shipped within ten days at no cost to you.

When you get to the U. S. Postal Service Home Page click on Order, then click on Shipping Supplies Online. Next page, click Order Supplies on the left side, then, click on the button that reads I Agree to confirm that you understand the terms. Next, click the Priority Mail icon, on the next page complete order form and click on Add to Mail Pouch at bottom of screen. The next page requires you to register as a new customer. Fill in the required information, after completing, click Register, then provide your email

address and password, click Submit, and then your order will be confirmed, close the window.

So you think government mail is free, huh? Well, it's not.

Many federal employees think government mail is free. Well, it's not. Authorized agencies reimburse the United States Postal Service (USPS) the appropriate amount for mail services they receive under the Official Mail Accounting System (OMAS). Those agencies that do not participate in OMAS, prepay postage by using regular postage stamps, commercial meters, or other means available to other mailers.

Following is the process used by the Department of the Interior (DOI) for official mail. First, what is official mail? Official mail is mail that relates to the business of the United States. The three categories of official mail are penalty mail, Congressional mail (franked), and postal service mail. DOI uses penalty mail. It is called penalty mail because such mail must include the words "Official Business/Penalty for Private Use $300."
To use penalty mail, each bureau was required to submit a written request to the Manager, Post Office Accounting, at USPS

Headquarters. Once authorized, each bureau is assigned a three-digit agency code, "G" penalty permit imprint number, and business reply mail (BRM) permit number. The bureau is required to submit an estimate of their anticipated penalty mail activity each year. This estimate, due in mid-September, is to be based on the agency's prior year penalty mail usage adjusted to reflect any changes expected during the coming year. The USPS bills bureaus monthly based on 1/12 of their estimates. Bureaus are billed through On-line Payment and Collection (OPAC), U. S. Department of the Treasury's electronic funds transfer system.

At the end of the fiscal year, final, "settling-up" invoices are issued to each bureau. These invoices reflect the difference between the bureau's estimate and their actual postage usage.

Outgoing penalty mail must include one of the following types of postage: penalty mail stamps, penalty metered postage, penalty permit imprint, or penalty mail periodicals imprint. Non-prepaid return mail include penalty BRM, penalty merchandise return service, and penalty postage due mail. Local post offices issue penalty meter licenses and local authorizations enabling authorized agencies

to use their penalty permit

imprint, BRM, and merchandise return permits. According to GSA, last year, the federal government spent $989 million on postage.

POSTAL TERM OF THE MONTH

Computerized Meter Resetting System (CMRS) - An electronic system that permits the user of an approved postage meter to reset the meter at the user's place of business.

WORD FIND

OFFICIAL
INTERIOR
MAIL
PENALTY
METER
BRM
STAMPS
PERMIT
OMAS

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F Z Y O M A S R Y D R X
W J S L A I C I F F O Q
K C R O I R E T N I Y S
P E N A L T Y N O M S B
X T A R E D S E E M R B
P E R M I T O T Q V Y X
Z Q D V Y U E M A L K J
S O N D R R S C O M T E
R U T T Y A A Z X B P P
W Q E R Y H J K L C Z S
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Articles and ideas are welcome.
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